



GIFTS & HOSPITALITY

From time to time, trustees, members of staff and volunteers may find themselves being offered gifts or hospitality. As a rule, these are well intentioned, but to avoid any potential conflicts of interest, the policy for dealing with this situation is set out below:

- Any gifts from any source donated to you because of your connection with FLVC will be regarded as the property of FLVC. NO gifts are to be accepted on a personal basis at any time.

- **Donation in cash, cheques or vouchers**

If any of the above is received by you in the course of your duties, it should be made clear to the donor that donations are always gratefully accepted to support the work of the organisation. **All** donations should be handed to the designated Administrative Officer for entry into the Gifts register.

- **Gifts in Kind**

ALL gifts in kind should be handed to the designated Administrative Officer for recording in the Gifts register. Gifts will be used as raffle prizes or auction items, with the proceeds being paid into FLVC funds. Any items that have a shelf life such as biscuits or chocolates should be shared among the staff at your place of work.. Bouquets or bunches of flowers should also be displayed at your place of work..

It is important to let your line-manager know when someone has given you a donation. If you feel that an inappropriate gift is being offered, it is better to politely refuse it but make sure that your line-manager is informed.

An official letter of thanks and a receipt should be sent to the donor with copies of both items held on the Gifts register file.

- **Hospitality**

Hospitality of a modest nature is most likely to be offered by many of our service users and providers and this is accepted as part of our culture. However, occasionally, you may be offered hospitality that you may feel is inappropriate such as company events, dinners etc. Any invitation to such events should be passed to the FLVC Manager in the first instance so that it can be decided if attendance is

appropriate in the circumstances, and if so, who should represent FLVC on each occasion.